



USACHPPM Exhibit Program



Purpose

The USACHPPM exhibit program supports events at local, regional, national, and international levels consistent with applicable regulations and is subject to the availability of exhibits and personnel. This program supports the community relations and information programs of USACHPPM through the presentation of exhibits. An exhibit displays mission-related medical or scientific photographs, procedures, or techniques which show a particular activity or program of USACHPPM and is designed to:

- ◆ Enhance public and internal understanding and appreciation of USACHPPM's mission to provide worldwide technical support for implementing preventive medicine, public health and health promotion/wellness into all aspects of America's Army and the Army community by anticipating and rapidly responding to operational needs and adapting to a changing world environment.
 - ◆ Support recruiting and retention efforts.
 - ◆ Enhance the interest and support of specialized audiences in the activities and achievements of USACHPPM in scientific, technical, engineering, and environmental fields of mutual concern and benefit.
 - ◆ Further Army professional, scientific, and technical interests.
- ◆ Approval
 - ◆ Funding
 - ◆ Responsibilities

Funding/Approval

The Armed Forces Institute of Pathology (AFIP), Walter Reed Army Medical Center, is the agency designated by the U.S. Army Medical Command (MEDCOM) to fund all exhibits and contracts (including space, furniture, electricity, water, carpeting, etc.). The AFIP budgets and funds only for those exhibits approved by MEDCOM. All regional, national, or international exhibit requests must be approved by MEDCOM.

The Public Affairs Officer (PAO) is the sole approving authority for requests to show exhibits at regional or national levels. Approval will be determined on the potential benefits of the exhibit to USACHPPM, the size and professional credibility of the seminar/conference/ meeting, and the availability of funds.

No directorate, division, branch, or office will be authorized to obligate Center funds for booth space rental, equipment/labor or other support services. All booth space and support services/equipment will be authorized by the contracting officer representative of the AFIP for regional/ national showings, through the USACHPPM PAO exhibit coordinator.

- ◆ All exhibits must be approved by MEDCOM before any commitment is made to display them at local/national/regional meetings/conferences/seminars/symposiums.
- ◆ All requests to exhibit will be sent to the exhibit coordinator, PAO, for processing 4 months prior to the conference/seminar, since AFIP requires 120 days to process the exhibit contract.
- ◆ All types of portable exhibits/displays/ conference purchase requests will be forwarded through the PAO for approval. Requests will be based on necessity and specialty.

The **exhibit coordinator**, a PAO representative, coordinates all administrative details of an exhibit to be used at a meeting/conference/seminar/symposium. The coordinator can also provide technical information during the design, preparation, and display phases of the exhibit.

The **exhibit monitor** is the person named by the requesting program to manage the exhibit at the event or conference. The monitor stands with the exhibit and is knowledgeable enough to discuss the display with interested observers.

Public Affairs Office
U.S. Army Center for Health Promotion and Preventive Medicine
Aberdeen proving Ground, MD 21010-5422
DSN 584-2088 or Commercial 410-671-2088
email: briley@aeal.apgea.army.mil

The PAO, and not AFIP, is responsible for ALL exhibits at USACHPPM. The following exhibits may be used for meetings, conferences, seminars, symposiums, recruitment, job fairs, etc.

CHPPM 1 - 8X8 PAO Exhibit w/logo-CHPPM-PAC
CHPPM 2 - 8X5 PAO tabletop w/logo
CHPPM 3 - 8X8 Waste Disposal Engineering
CHPPM 4 - 8X8 Air Pollution Engineering
CHPPM 5 - 8X5 CHPPM-North tabletop w/logo
CHPPM 6 - 8X5 CHPPM-South tabletop w/logo
CHPPM 7 - 8X5 CHPPM-West tabletop w/logo
CHPPM 8 - 8X8 Industrial Hygiene Directorate
CHPPM 9 - 10X10 Water Quality Engineering
CHPPM 10 - 3X5 Tri-Fold Portable, WQED
CHPPM 11 - 3X5 Tri-Fold Portable, WQED
CHPPM 12 - 10X10 folding portable, w/backlighting, PAO
CHPPM 13 - 5X8 Mini Tabletop, PAO
CHPPM 14 - 10X10 folding portable, w/backlighting, WQED
CHPPM 15 - 10X10 portable w/backlighting, DCSOPS
CHPPM 16 - 10X10 portable w/backlighting, HHA
CHPPM 17 - 10X10 portable w/backlighting, TOX
CHPPM 18 - 8X8 Display, ESD

Exhibits presented outside the continental United States must be approved by the Department of Defense. Requests must be sent to MEDCOM at least 4 months prior to the exhibit date. Such requests must include a detailed estimate and defense of travel, per diem, shipping, booth rental, and customs costs. The exhibit coordinator prepares these memoranda with input from the exhibit requestor and the signature of the PAO.

Exhibits presented inside the continental United States must be approved by MEDCOM. Requests must be sent to MEDCOM at least 4 months prior to the exhibit date and must contain a copy of the exhibit brochure. The exhibit coordinator prepares these memoranda with input from the exhibit requestor and the signature of the PAO.

Exhibits presented at locations within 50 miles of USACHPPM require PAO approval. This includes job fairs, school programs, health fairs, college recruitment; and post activities such as Armed Forces Day, promotion ceremonies, etc. These exhibits should be scheduled through the exhibit coordinator and funded by the division. Programs wishing to exhibit at any of these events should submit a memorandum or email message to the PAO with dates, times and locations.

Requestor Responsibilities

The exhibit requestor must:

- ◆ Submit a list of potential scheduled exhibits/conferences no later than 1 June for the next fiscal year. This list is prioritized by the Commander and sent to MEDCOM.
- ◆ Send a request to the PAO exhibit coordinator 4 months in advance of the scheduled conference/seminar. This should include the original and one copy of the seminar brochure. Request should include a brief description of the display and the benefits to be gained by USACHPPM, exhibit monitor's name and telephone number, and the requested dates.

- ◆ Address all questions/concerns to the PAO exhibit coordinator.
- ◆ Be responsible for the exhibit monitor's travel, transportation, and lodging.
- ◆ Be solely responsible for the exhibit once it is in their possession until its return to PAO.
- ◆ Select the photographs that will be used on the display from PAO.
- ◆ Determine the number of exhibits that will be used.
- ◆ Be responsible for any promotional items or handouts to be used and pay for their shipping.

Exhibit Coordinator Responsibilities

The exhibit coordinator will:

- ◆ Prepare a request letter to MEDCOM for permission to display an exhibit at a particular conference/seminar. A copy of the exhibit packet will be attached.
- ◆ Furnish a copy to AFIP with the original exhibit packet attached.
- ◆ Prepare shipping forms and ship the exhibit, promotional materials, and photographs by Federal Express.
- ◆ Prepare "to" and "from" labels for exhibit packages and adhere them to the exhibit containers.
- ◆ Ship the exhibit at least 5 days before the scheduled conference /exhibit. The exhibit containers may also be transported as baggage with the exhibit monitor.
- ◆ Ensure monies for shipping are appropriated from the PAO.
- ◆ Inform the AFIP when paperwork is mailed.
- ◆ Provide detailed hands-on instructions on the exhibit assembling process at least 10 days prior to the meeting/conference/seminar/symposium to all persons designated as exhibit monitor.

PAO Responsibilities

The PAO must:

- ◆ Budget funds to process, ship and store exhibits.
- ◆ Manage the USACHPPM exhibit program for MEDCOM.
- ◆ Approve ALL purchase requests for exhibits.
- ◆ Ensure the exhibit coordinator complies with AR 360-61 and 360-81 and works closely with AFIP on all exhibit details.